



**MINUTES  
MAY 18, 2021  
LAVON CITY COUNCIL  
REGULAR MEETING  
CITY HALL, 120 SCHOOL ROAD, LAVON, TEXAS  
7:00 P.M.**

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ATTENDING: VICKI SANSON, MAYOR  
JOHN KELL, PLACE 1  
MIKE COOK, PLACE 2  
KAY WRIGHT, MAYOR PRO TEM, PLACE 3  
MINDI SERKLAND, PLACE 5  
ABSENT: TED DILL, PLACE 4

1. **MAYOR SANSON CALLED THE MEETING TO ORDER AT 7:00 P.M. AND ANNOUNCED A QUORUM PRESENT.**
2. **MAYOR SANSON LED THE RECITATION OF THE PLEDGE OF ALLEGIANCE AND JOHN KELL DELIVERED THE INVOCATION.**
3. **PRESENTATIONS**

Mayor Sanson presented certificates of recognition in honor of Community High School Student of the Year Caroline Cook and NeSmith Elementary Student of the Year Jackson Higgins.

4. **CITIZENS COMMENTS**

There were no citizens comments.

5. **ITEMS OF INTEREST/COMMUNICATIONS**

- Lavon EDC \$20 coupon mailed to all residents in the 75166 zip code in May 2021.
- Congratulations on the retirement of Mike Shepard who served 12 years on the CISD School Board.
- City of Lavon On-site Covid Vaccine May 22, 2021 10am-1pm.
- Small Business Bazaar Saturday May 22 9am-4pm.

6. **CONSENT AGENDA**

- A. **Approve the minutes of the May 4, 2021 meeting.**
- B. **Approve the minutes of the May 10, 2021 meeting.**
- C. **Approve Resolution No. 2021-05-05 approving and authorizing the city administrator to execute an interlocal contract for cooperative purchasing with Houston-Galveston Council.**
- D. **Ratify an agreement with Everbridge, Inc. – Nixle for automated notification services for City of Lavon residents.**
- E. **Receive Quarterly Investment Report.**

**MOTION: APPROVE THE CONSENT AGENDA.**

MOTION MADE: KELL

SECONDED: WRIGHT

APPROVED: UNANIMOUS (Absent: Dill)

7. **ITEMS FOR CONSIDERATION**

- A. **Presentation, discussion, and action regarding the selection of AG|CM for the provision of professional project management consulting services for improvements to the existing public safety-public works complex (CIP-9 PD/FD Facility Expansion), and approving Resolution No. 2021-05-06 authorizing the Mayor to negotiate and execute a contract subject to the City Attorney's approval.**

City Administrator Kim Dobbs provided information regarding the Request for Qualifications (RFQ) process and noted submittals were received from four firms. The selection committee consisting of the city engineer, director of public works and city administrator interviewed the two highest scoring firms and recommended selection of AG|CM to move forward with in negotiation of a contract. AG|CM representatives Paul Kullman, AIA, Senior Program Manager and Sean Spyres, Program Manager provided information regarding the firm's experience and qualifications. Ms. Dobbs noted that the Resolution authorized the Mayor to execute a contract subject to the city attorney's approval.

**MOTION: SELECT AG|CM FOR THE PROVISION OF PROFESSIONAL PROJECT MANAGEMENT CONSULTING SERVICES FOR IMPROVEMENTS TO THE EXISTING PUBLIC SAFETY-PUBLIC WORKS COMPLEX (CIP-9 PD/FD FACILITY EXPANSION), APPROVE RESOLUTION NO. 2021-05-06 AUTHORIZING THE MAYOR TO NEGOTIATE AND EXECUTE A CONTRACT SUBJECT TO THE CITY ATTORNEY'S APPROVAL.**

MOTION MADE: WRIGHT  
SECONDED: SERKLAND  
APPROVED: UNANIMOUS (Absent: Dill)

- B. Discussion and action regarding Resolution No. 2021-05-07 approving and authorizing the Mayor to execute a Municipal Services Agreement with DPB Investments L.P., for the purpose of offering municipal services for property consisting of 2.9647 acres described as W. A. S. Bohannan Survey, Abstract No. 0121, Tract 19 (CCAD Property ID 2671476), south of the intersection of SH 205 and Endeavor Drive, Collin County, Texas and the portion of SH 205, and the right-of-way adjacent to and abutting the property to be annexed into the corporate limits of the City of Lavon, Texas; calling for a public hearing.**

Ms. Dobbs provided information regarding the annexation process, written services agreement, and property location. Pam Mundo, Director of the Lavon Economic Development Corporation (LEDC) provided information regarding the owner's cooperation regarding an LEDC project to construct sanitary sewer services in the vicinity. Ms. Dobbs explained that the owner wished to zone the property and that the annexation public hearing would be scheduled simultaneously.

**MOTION: APPROVE RESOLUTION NO. 2021-05-07 APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A MUNICIPAL SERVICES AGREEMENT WITH DPB INVESTMENTS L.P., FOR THE PURPOSE OF OFFERING MUNICIPAL SERVICES FOR PROPERTY CONSISTING OF 2.9647 ACRES DESCRIBED AS W. A. S. BOHANNAN SURVEY, ABSTRACT NO. 0121, TRACT 19 (CCAD PROPERTY ID 2671476), SOUTH OF THE INTERSECTION OF SH 205 AND ENDEAVOR DRIVE, COLLIN COUNTY, TEXAS AND THE PORTION OF SH 205, AND THE RIGHT-OF-WAY ADJACENT TO AND ABUTTING THE PROPERTY TO BE ANNEXED INTO THE CORPORATE LIMITS OF THE CITY OF LAVON, TEXAS; CALLING FOR A PUBLIC HEARING.**

MOTION MADE: KELL  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- C. Discussion and action regarding the first of two readings of Resolution No. 2021-06-01 authorizing the Lavon Economic Development Corporation to expend funds for the purchase of property and development of a building on a tract of land being approximately 0.60 acre at the southwest corner of Lake Road and business route 78 (main street) being Collin County Tax Property ID 2718718; and providing an effective date.**

Pam Mundo, Director of the LEDC, presented information regarding the proposed project and related activity and recommendation of the LEDC Board of Directors. Ms. Dobbs noted the state law requirements for two readings of the resolution.

**MOTION: APPROVE THE FIRST READING OF RESOLUTION NO. 2021-06-01 AUTHORIZING THE LAVON ECONOMIC DEVELOPMENT CORPORATION TO EXPEND FUNDS FOR THE PURCHASE OF PROPERTY AND DEVELOPMENT OF A BUILDING ON A TRACT OF LAND BEING APPROXIMATELY 0.60 ACRE AT THE**

**SOUTHWEST CORNER OF LAKE ROAD AND BUSINESS ROUTE 78 (MAIN STREET)  
BEING COLLIN COUNTY TAX PROPERTY ID 2718718; AND PROVIDING AN  
EFFECTIVE DATE.**

MOTION MADE: SERKLAND  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- D. Discussion and action regarding Ordinance No. 2021-05-02 amending Chapter 10, Article 10.04 “Right-Of-Way Management” of the Code of Ordinances to amend Section 10.04.017 “General standards for right-of-way use and construction”, to revise and clarify Subsection (C) (1) “Underground construction and use of poles”; providing a conflict clause; providing a severance clause; and setting an effective date.**

Ms. Dobbs provided information regarding the proposed amendments to Chapter 10 of the Code of Ordinances and the participation of Oncor in drafting specific code language.

**MOTION: APPROVE ORDINANCE NO. 2021-05-02 AMENDING CHAPTER 10, ARTICLE 10.04 “RIGHT-OF-WAY MANAGEMENT” OF THE CODE OF ORDINANCES TO AMEND SECTION 10.04.017 “GENERAL STANDARDS FOR RIGHT-OF-WAY USE AND CONSTRUCTION”, TO REVISE AND CLARIFY SUBSECTION (C) (1) “UNDERGROUND CONSTRUCTION AND USE OF POLES”; PROVIDING A CONFLICT CLAUSE; PROVIDING A SEVERANCE CLAUSE; AND SETTING AN EFFECTIVE DATE.**

MOTION MADE: WRIGHT  
SECONDED: KELL  
APPROVED: UNANIMOUS (Absent: Dill)

- E. Discussion and action regarding Ordinance No. 2021-05-03 amending the fee schedule to adjust the building permit application fee approved and adopted by Ordinance No. 2020-09-05 for the fiscal year October 1, 2020 through September 30, 2021 and providing an effective date.**

Ms. Dobbs provided information regarding a proposed pilot program to be launched by the Public Works Department to provide an additional inspection to the residential building inspection process for the video clearance for a new home’s sanitary sewer line. City Engineer Mark Hill spoke in favor of the program noting it would serve as a prudent preventative measure.

**MOTION: APPROVE ORDINANCE NO. 2021-05-03 AMENDING THE FEE SCHEDULE TO ADJUST THE BUILDING PERMIT APPLICATION FEE APPROVED AND ADOPTED BY ORDINANCE NO. 2020-09-05 FOR THE FISCAL YEAR OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 AND PROVIDING AN EFFECTIVE DATE.**

MOTION MADE: WRIGHT  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

- F. Discussion and action regarding Ordinance No. 2021-05-04 amending Ordinance No. 2020-09-02, that approved and adopted a Budget for the city for the fiscal year October 1, 2020 through September 30, 2021 to amend adopted revenues and expenditures of the budget; and declaring an effective date.**

Ms. Dobbs provided reviewed the financial report of revenues and expenditures to date and provided information regarding the first budget amendment of the fiscal year.

**MOTION: APPROVE ORDINANCE NO. 2021-05-04 AMENDING ORDINANCE NO. 2020-09-02, THAT APPROVED AND ADOPTED A BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021 TO AMEND ADOPTED REVENUES AND EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.**

MOTION MADE: KELL  
SECONDED: COOK  
APPROVED: UNANIMOUS (Absent: Dill)

**G. Discussion and action regarding acceptance of city hall paving and drainage improvements (CIP-12) construction project.**

City Engineer Mark Hill, Freeman Millican, LLC, provided information regarding the parking lot and drainage project.

**MOTION: ACCEPT CITY HALL PAVING AND DRAINAGE IMPROVEMENTS (CIP-12) CONSTRUCTION PROJECT.**

MOTION MADE: SERKLAND  
SECONDED: WRIGHT  
APPROVED: UNANIMOUS (Absent: Dill)

**H. Discussion and action regarding orders and regulations, programming, city facilities and operations related to COVID-19.**

Ms. Dobbs provided information regarding open facilities implementation, programming, and city programs.

**I. Discussion and action regarding Board and Commission appointments – Planning and Zoning Commission.**

Ms. Dobbs noted the anticipated vacancy. No action was taken.

**8. STAFF REPORTS**

**A. Police Services** – Police Chief Mike Jones provided information and referenced the provided reports regarding traffic stops, calls for service and call breakout information.

**B. Fire Services** – Fire Chief Danny Anthony provided the LVFD call report which indicated 38 calls and answered questions.

**C. Public Works** – David Carter provided general information regarding public works, street maintenance including mowing and trash collection, the placement of the shared UTV in service, and code enforcement.

**D. Administration** – Ms. Dobbs directed the Council to reports in the meeting packet regarding the Building Permits Report; CWD Recycling Report; Collin County Monthly Tax Collection Report, Financial Report; Comprehensive Plan Update Report; TxDOT SH 205 Report; and general staff reports.

**9. EXECUTIVE SESSION**

There was no Executive Session.


**10. RECONVENE INTO REGULAR SESSION**

**11. CITY COUNCIL TO SET FUTURE MEETINGS AND AGENDAS.**

- June 1, 2021 Regular Meeting at 6:00 p.m. – CIP Work Session

**12. MAYOR SANSON ADJOURNED THE CITY COUNCIL MEETING AT 8:39 P.M.**

**DULY PASSED and APPROVED** by the City Council of Lavon, Texas, on this 1<sup>st</sup> day of June 2021.

  
Vicki Sanson  
Mayor



**ATTEST:**

  
Rae Norton  
City Secretary